

Mechanical Permits 36



A DDES Customer Information Bulletin



King County Department of Development and Environmental Services
900 Oakesdale Avenue Southwest Renton, Washington 98055-1219

<http://www.metrokc.gov/ddes/>

Frequently Asked Questions

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are the final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that each project meets all requirements of applicable codes and regulations.

How do I apply for a Mechanical System Permit for a commercial or multi-family building?

This bulletin describes the requirements for obtaining a commercial mechanical system permit from the King County Department of Development and Environmental Services (DDES). Mechanical system permits are governed by the Uniform Mechanical Code and other building codes and must meet certain mechanical, life, fire, and safety standards. A variety of mechanical system permits may be applied for. If after reviewing this bulletin you still have questions about mechanical system permits, or if you are interested in a permit that is not listed, or if you need information about the codes governing your proposed mechanical system, please call the DDES Plans Examiners at 206-296-6600. For questions pertaining to specific submittal requirements, call the DDES Permit Center at 206-296-6600.

Note: For Fuel-Gas Piping Permits, you must contact the Seattle-King County Department of Public Health at 206-296-4722.

An initial plan review is required for all permits. Any outstanding fees will be due when the permit is issued. These fees are based on the particular type of work covered by your permit.

To expedite processing of applications, DDES accepts only complete applications; therefore you must have the following information when you submit your permit application.

Frequently Asked Questions

Cover Sheet

Mechanical permit applications shall be accompanied by a set of plans with a cover sheet that contains the following information:

1. The name, address, and telephone number of the owner or developer.
2. The agent's name, address, and telephone number.
3. A statement of the scope of work that the permit is intended to cover.
4. Indication as to whether the system is for a building or tenant space in a complex. If for a tenant, include the tenant's name and location within the building (e.g., space number, building number, floor number, etc.).
5. The number of related applications (shell permits, and/or tenant improvement permits).
6. The legal description of the property.
7. A site plan.
8. The contractor's registration number.
9. An Affidavit for Application.
10. A Certification and Transfer of Applicant Status form.

Heating, Ventilation, and Air Conditioning (HVAC)

(Commercial and Multi-family Buildings)

When applying for an HVAC system permit, you must include a cover sheet and two sets of plans in the application submittal package. The plans must be drawn to scale and must include the duct layout over the floor plan, plus the following information:

1. The name and anticipated usage of each room.
2. The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills.
3. The size of ducts and outlets.
4. An equipment schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, and electric motor efficiencies.
5. Provisions for fire dampers.

Frequently Asked Questions

Kitchen Hood Systems

Commercial kitchens must be equipped with kitchen hood systems to collect and remove grease, vapors, fumes, smoke, steam, heat, and/or odors. Your applications must include a cover sheet and three sets of plans for Type 1 systems or two sets of plans for Type 2 systems. A Type 1 system involves a general kitchen hood for collecting and removing grease and smoke. A Type 2 system is a general kitchen hood for collecting and removing steam, vapor, heat, and/or odors. In addition to a mechanical permit, Type 1 kitchen hood systems also require a separate fire suppression permit.

All plans must be drawn to scale. They must include plan elevation and front views from finish floor through roof assembly. The plans must also include the following information:

1. Size of hood and construction.
2. Duct gauge and assembly.
3. Construction of shaft enclosure.
4. Equipment schedule.
5. Provisions for makeup air.
6. Kitchen equipment lineup with all cooking equipment properly labeled.

Refrigeration Systems

A refrigeration permit is required for installation of any refrigerating system with a rating exceeding 3 horsepower (HP), whether it is composed of a single unit or interconnected units totaling more than 3 HP. When applying for a refrigeration permit, your submittal package must have a cover sheet and two sets of plans that include the following information:

1. Floor plans showing refrigeration piping.
2. A system flow diagram.
3. The ventilation system for the equipment room.
4. The compressor schedule.

Any indoor refrigeration system shall be enclosed in a machinery room, as required by Table 1104.2(1), Chapter 11 (WAC 51-42-1100) and shall be designed in accordance with the requirements of Chapter 11.

Frequently Asked Questions

Other bulletins and telephone numbers that may be helpful

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 8	Commercial and Multi-Family Building Permits
Bulletin 23	Certified Wood Stoves
Bulletin 27	Residential Energy Codes
206-296-6600	DDES Information
206-296-4722	Seattle-King County Department of Public Health Environmental Health Division



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6693 or TTY 206-296-7217.